

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**In the Matter of Adopting a Position
Description for an Existing Position
(Assistant Finance Director)**

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ORDER NO. 23235

WHEREAS, it is the recommendation of Frank Jerome, Finance Director, that the attached position description be adopted for the following position:

Assistant Finance Director
Position Title

J
Range

WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation.

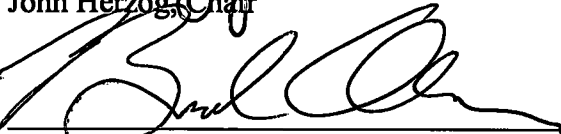
NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of April 5, 2023. This description replaces any previous description approved for this position.

DATED this 5th day of April, 2023.

**BOARD OF CURRY COUNTY
COMMISSIONERS**



John Herzog, Chair

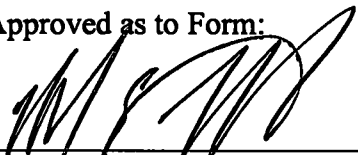


Brad Alcorn, Vice Chair



Jay Trost, Commissioner

Approved as to Form:



Michael E. Fitzgerald, OSB # 192939
Curry County Legal Counsel

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Assistant Finance Director

EXEMPT:	No	
SALARY LEVEL:	J	
SUPERVISOR:	Finance Director	
PREPARED BY:	Finance Director	March 2023

POSITION SUMMARY:

The Assistant Finance Director performs professional accounting activities of an advanced nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This position provides accounting support to all departments as directed by the Finance Director. Areas of responsibility include, but are not limited to: financial planning and reporting, accounts payable, accounts receivable, payroll, human resources, budgeting, and provides accounting support to all departments.

Duties may include, but are not limited to the following; other duties may be assigned by the Finance Director.

Performs journal entries and general ledger account reconciliations.

Budget preparation and monitoring.

Development and monitoring of contracts or grants.

Analyzing cash flow needs; reconciliation and maintenance of fixed asset system;

Prepares, maintains or reconciles all related financial records and reports.

Prepares interim, quarterly, and annual financial and status reports for grants in accordance with policy and directives of agency requiring the report.

Audits claims presented for payment by the County for classification, authorization and support documentation.

Maintains capital asset documentation, capital asset inventory and capital asset depreciation schedule.

Maintains General Ledger accounts and reconcile as necessary.

Provides back-up support for Accounts Payable, Payroll and Human Resources.

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SUPERVISION RESPONSIBILITIES:

Acts as a lead worker to the Accounts Payable Clerk.

QUALIFICATION REQUIREMENTS:

Thorough Knowledge of -

The principles and practices of governmental accounting and budgeting and their application in a County setting.

Application of data processing in governmental finance and accounting.

The application and use of an automated data processing/accounting software package in a complex government setting.

The application and use of computer applications such as Excel and Microsoft Word.

Ability to -

Efficiently plan, organize and direct work schedules to meet mandatory deadlines on a daily, weekly, monthly and annual basis

Interpret and implement new regulations pertaining to accounting and budgeting

Communicate effectively both verbally and in writing to include the composition of clear and concise reports and presentation of same.

Operate 10-key adding machine by touch with speed and accuracy; personal computer and other business machines as needed for the job

Maintain effective working relationships with other employees and County Departments, officials, and community leaders

Plan, implement, monitor, and modify standardized and specialized accounting methods, procedures, forms and records to meet the needs and requirements of the County.

Be bonded.

Possess a valid Oregon driver license.

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EDUCATION AND/OR EXPERIENCE:

Bachelor's degree in accounting or business administration, preferred, with major course work in accounting, and two years of professional governmental accounting experience; or any satisfactory equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

PHYSICAL DEMANDS:

Position requires reading reports for extended periods. Manual dexterity is required for the operation of office equipment including, but not limited to, 10-key adding machine and computer. Hearing is required sufficient to use a telephone and to communicate with others. Stress is a factor in this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

WORK ENVIRONMENT:

Position generally works in an office environment with minimum to moderate noise levels. Occasional need to travel over night for meetings or conferences.